



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF SCHOOL IMPROVEMENT – FEDERAL DISCRETIONARY GRANTS
SELF-MONITORING REPORT – HURRICANE RELIEF

School District Name:	County-District Code:
Board Authorized Representative:	Form Due Date: October 16, 2006
Hurricane Relief Contact:	Hurricane Relief Phone:

Directions

1. Respond to each of the following monitoring requirements by placing an appropriate code (*see below*) on the line to the left of the corresponding item. **Responses are required on each lettered item**, and documentation proving compliance must be kept on file at the district.

CODE KEY
DC = District Compliant: An internal review indicates compliance. When using this code, the district must have the documentation readily available for review by the Discretionary Grants' staff, if requested.
DR = District Resolving: An internal review indicates a compliance discrepancy. When using this code, use the comment section to explain how the district intends to resolve the discrepancy and its intended time frame for completion.
DA = District Assistance: The district requests assistance. A supervisor from the Discretionary Grants' Section will contact the district to arrange for assistance.
NA = Not Applicable to this district.
2. Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation you have available. The documentation of evidence sources must be on file at the district for possible review during the MSIP Review. Do not send copies of evidence sources to Federal Discretionary Grants.
3. MAIL the completed form by the due date above to: Discretionary Grants, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480.
4. QUESTIONS: Contact: (573) 522-8763

Assurances

The authorized representative assures the Department of Elementary and Secondary Education that the district shall:

1. Keep records for this program for a period of three years and provide such information as may be necessary for the program evaluation; provide the Department of Elementary and Secondary Education any information it may need to carry out its responsibilities under the programs.
2. Adhere to the requirements of the applicable federal statutes and regulations, the state rules governing the programs, and all other applicable statutes, including: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendment of 1972; Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Gun-Free Schools Certification.

The board-authorized representative understands the assurances and the responsibility for compliance placed upon the applicant.

Authorized Representative	Date
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 2nd Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4212.

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****Monitoring Information for Hurricane Relief****1. Obligation of Funds**

- a. _____ The district provides documentation that funds are obligated by September 30, 2006 and documentation that funds are liquidated by the 90-day liquidation period following the obligation deadline.

Evidence Sources:

- ☐ Obligation Dates

2. Accounting Requirements

- a. _____ Separate and identifiable accounting records with expenditure codes for receipts and expenditures must be maintained. These funds should be tracked separately for those students not receiving special education services and those students receiving special education services.
- b. _____ All records must be kept for three years after the close of the fiscal year in which funds were expended, until any pending audits and findings and recommendations from audits or monitoring have been completed or resolved.

Evidence Sources:

- ☐ District Financial Records

3. Documentation Related to Payment of District Staff

Documentation exists for staff paid funds:

- a. _____ Personnel funds that were expended were used in a building where displaced student(s) were enrolled.

Evidence Sources:

- ☐ District Financial Records
☐ Enrollment Records

4. Final Expenditure Report (FER)

- a. _____ The Final Expenditure Report must be submitted no later than December 30, 2006.

5. Identification of an eligible displaced student(s)

- a. _____ That on August 22, 2005, each student was enrolled or eligible to enroll, in a public or nonpublic school within the disaster areas covered by the declarations for Hurricanes Katrina and Rita and resided in that area on that date.

Evidence Sources:

- ☐ A transcript from the student's former school
☐ Student registration form with a former address within the disaster area
☐ Verification of enrollment from an SEA
☐ Utility bill
☐ Copy of parent's driver's license
☐ Other (list): _____

6. Identification of eligible displaced students with disabilities

- a. _____ Determining the student's eligibility for services under the Individuals with Disabilities Act (IDEA) by the following:

Evidence Sources:

- ☐ LEA conducting its own evaluation and determination that the student is eligible or obtaining evidence, such as the most recent IDEA eligibility determination for the student or the student's last individualized education program (IEP) as defined in section 614(d)(2) of the IDEA showing that the former school or LEA had determined the student to be eligible under the IDEA.

7. Student enrollment date

- a. _____ Districts receiving funds verified the number of displaced students enrolled in their district on the following count dates: September 28, 2005, November 21, 2005, January 25, 2006, and March 22, 2006.

Evidence Sources:

- ☐ Enrollment Records